



# JJA Facsimile Coversheet

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## Fax

To: Jessica Cajigas From: Bob Beers  
Fax: 271-0869 Pages: 4  
Phone: 271-7513 Date: 6/2/03  
Re: \_\_\_\_\_ CC: \_\_\_\_\_

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

### Comments:

This should complete  
the info required  
Thanks for your patience

Bob

## Hazardous Waste Training

May, 2003

I have  
read the Hazardous Waste Management Training Plan attached

NAME	TITLE	Dept	Initials
BAIN, STEPHEN	CAC MECHANICAL ASSR II	1	
BOURDON, MICHAEL	CAC GROUP LEADER	1	
BUTLER, JOHN	CAC MECHANICAL ASSR III	1	
* CAMMILLERI, ANDREW T.	CAC MECHANICAL ASSR III	1	
* CAVANAUGH, CHRIS	BEST PRACTICES	1	
CHAMPOUX, COREY	CAC MECHANICAL ASSR III	1	
CLIFTON, DENNIS	CAC MECHANICAL ASSR II	1	
CRANE, DANIEL	CAC MECHANICAL ASSR II	1	
CROWE, LEONARD J	CAC MECHANICAL ASSR II	1	
DICHARD, BARRY L	CAC MECHANICAL ASSR III	1	
* DOW, NOLAN	CAC MECHANICAL ASSR III	1	
DOYLE, WILLIAM	CAC MECHANICAL ASSR II	1	
MORELLE, MICHAEL	CAC GROUP LEADER	1	
NAUM, JAMES R	CAC MECHANICAL ASSR II	1	
NOTINI, HERMAN	CAC MECHANICAL ASSR II	1	
ORTIZ, CARLOS E.	CAC MECHANICAL ASSR II	1	
PAPANIKOLAOU, NIKOLAOS	CAC MECHANICAL ASSR II	1	
PAROLISE, GREGG J.	CAC MECHANICAL ASSR III	1	
PRONZATI, NICOLE	CAC MECHANICAL ASSR II	1	
RING, DONALD	CAC GROUP LEADER	1	
SAPIENZA, STEPHEN	CAC MECHANICAL ASSR II	1	
SHAPPELL, NICOLE	CAC MECHANICAL ASSR II	1	
TATIS, HIPOLITO	CAC MECHANICAL ASSR II	1	
* TESORO, DAVID	CAC MECHANICAL ASSR III	1	
WOOD, JAMIE	CAC GROUP LEADER	1	
FARNELL, DAVID C.	CAC MECHANICAL ASSR III	2	
LIM, SAM	CTL GROUP LEADER	2	
O'LEARY, KEVIN	CTL GROUP LEADER	2	
CLOYD, RUSSELL	MGR PRODUCTION	4	
FLORENT, PAUL G	SHIFT SUPERVISOR	4	
* MAZZA, TOM	SHIFT SUPERVISOR	4	
POTTER, SCOTT	SHIFT SUPERVISOR	4	
ARSENAULT, DONALD	PURCHASING EXPEDITOR	5	
FEOLI, JR. JOHN R	MAINTENANCE SUPERVISOR	5	
LAROCHE, SR., DANIEL	MAINTENANCE TECHNICIAN I	5	
LLOYD, GEORGE	MAINTENANCE TECHNICIAN II	5	
STUDEBAKER, WILLIAM	MAINTENANCE TECHNICIAN II	5	
BEAN, ROBERT	QUALITY ASSURANCE MGR	8	
JEAN, RICHARD	BEST PRACTICES	10	
LLOYD, PATRICK J	SHIPPER	10	
TRACY, ROSS	MIS		
DUBE, JASON	MIS		
JONES, MARK	Shipper/supr.		



JJA, Inc.  
Position Description

Job Title: Shipper  
Department: Operations  
FLSA: NE  
Grade: 14

**Summary:**

Supervises assigned staff in receiving equipment, materials, merchandise and similar items in a storeroom or warehouse. Supervises the storing of items in bins, on floors, or on shelves in a convenient location for removal when needed. Marks or tags articles as necessary for identification purposes. Fills orders or requisitions for materials and keeps records of items issued and received.

**Illustrative Duties / Responsibilities:**

- Overseas employees in performance of work and provides guidance in the resolution of routine problems..
- Assigns and checks work of designated staff. Provides a detailed schedule of items to be packed and methods to be used.
- Familiarizes employees with established organization procedures, rules and regulations.
- Wears assigned protective equipment and clothing and follows all safety procedures.
- Coordinates all outbound freight shipments..
- Coordinates all outbound UPS and Fed X shipments..
- Determines weight of shipments and picks the appropriate carrier and method with an eye on cost and delivery.
- Provides P.O.D. information and rate quotes to in-house departments
- Performs other related duties and assignments as required.

**Typical Education / Experience:**

High school education or equivalence plus one to three years of directly related experience. Forklift truck certification. Up to date training in Hazardous Waste Management.

## JJA, Inc.

## Position Description

Job Title: Best Practices/Training Coordinator  
Department: Manufacturing  
Grade:  
FLSA:  
Rev: A  
Date: 10/28/99

**Summary:**

Develop, implement and maintain all best practices for manufacturing.

- Help determine manufacturing best practices.
- Conducts overview of training for new personnel.
- Writes all procedures and best practices for the manufacturing department to comply with the JJA quality manual.
- Gathers input from all personnel regarding new procedures.
- Organizes training and provides human resources with key data.
- Oversees training and issues certification cards.
- Reviews new equipment and materials with concerns of waste and cost through put.
- Gathers all information and publishes the JJA manufacturing reports and charts.
- Conducts training of new procedures within the manufacturing department.
- Completes time cards weekly and oversees vacation requests.
- Attends all staff meetings when they are scheduled.
- Performs other duties as assigned.
- Up to date training in Hazardous Waste Management

Typical Education & Experience: High school education or equivalence, strong math skills. Familiarity with Microsoft Office applications, and strong analytical, negotiation, communication, writing, leadership skills, and desktop publishing skills. Maintain strong working knowledge of all manufacturing procedures.